**Brent Pelham and Meesden Parish Council**

**MINUTES OF**

**BRENT PELHAM & MEESDEN ANNUAL PARISH COUNCIL**

**Wednesday 18th May 2022**

**At Meesden Village Hall**

**PRESENT:**

Trevor Hughes Councillor and Chairman

Steve Murphy Councillor

Sarah Wotton-Ramsay Councillor

Wilf Dimsdale Councillor

**In Attendance:** Ken Newstead – Clerk

**APOLOGIES**:

Ted Barclay Councillor and Vice Chairman

**Minute Item Action**

**Year.Month.Item**

**22.05.01 Election of Chairman**

**Resolved** - proposed Cllr Murphy, seconded Cllr Dimsdale that Cllr Trevor Hughes be re-elected as Chairman. Unanimous decision.

**22.05.02** **Signing of Declaration of Acceptance of Office for Chairman**

Declaration signed by Cllr Hughes and the Proper Officer.

**22.05.03 Election of Vice-Chairman**

**Resolved** - proposed Cllr Hughes, seconded Cllr Wotton-Ramsay that Cllr Ted Barclay be re-elected as Vice Chairman. Unanimous decision.

**22.05.04 Signing of Declaration of Acceptance of Office for Vice-Chairman**

As Cllr Barclay was absent this will be completed prior to the next meeting.

**22.05.05 Welcome and Apologies**

**Cllr Barclay** The apologies were accepted and duly noted.

On behalf of the full Council Cllr Hughes offered his thanks to Kate Hinch who had done so much excellent work, but unfortunately resigned her position as Parish Councillor prior to this meeting. The Councillors all wish her well.

**22.05.06 Review of Interests**

Members pecuniary and disclosable interests were reviewed and declared as unchanged

**22.05.07 To approve Minutes from Previous Meeting January 2022**

**Resolved** - proposed Cllr Wotton-Ramsay, seconded Cllr Murphy that the minutes were a true and accurate record of proceedings, and they were duly signed by Cllr Hughes as Chairman. Unanimous decision.

**22.05.08 Public Issues/Participation**

No requests for participation received.

**22.05.09 Policies - Review for Adoption:**

1. **Standing Orders for BP&MPC** – **Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Murphy that these should be adopted. Unanimous decision
2. **Financial Regulations** - **Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Murphy that these should be adopted. Unanimous decision
3. **Financial & Management Risk Assessment** - **Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Murphy that these should be adopted. Unanimous decision
4. **Bank Signatories** - **Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Murphy that these should be adopted. Unanimous decision. **Clerk** to check with bank following the resignation of Cllr Hinch.
5. **Delegation of Authority** – **Resolved** - No adoption needed as this relates to sub-committees that BP&MPC do not have.
6. **Calendar of Meetings for the Year** - **Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Murphy that these should be adopted. Unanimous decision. Dates shown at the end of these Minutes.

**22.05.10 Finance – Annual Accounts, AGAR Returns and Proposals for Payment**

 **Annual Accounts 2021/2022**

* **Approval of Bank Statement dated 2 April 2022 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale and signed by Chairman. Unanimous decision
* **Approval of BP&MPC Balance Sheet for 2021/22 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale and signed by Chairman. Unanimous decision
* **Approval of Bank Reconciliation for 2012/22 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale and signed by Chairman. Unanimous decision
* **Approval of Explanation of Variances for 2021/22 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale and signed by Chairman. Unanimous decision
* **Approval of Precept submitted January 2022 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Hughes. Unanimous decision
* **Approval of VAT Refund submitted May 2022 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Hughes. Unanimous decision

**AGAR Return**

* **Approval of AGAR Form 2 Certificate of Exemption 2021/2022 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale and signed by Chairman and Responsible Finance Officer. Unanimous decision
* **Approval of Annual Internal Audit Report for 2021/22 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Hughes. Unanimous decision
* **Approval of Annual Governance Statement 2021/22 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale and signed by Chairman and Clerk. Unanimous decision
* **Approval of the Governance Statement 2021/22 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale and signed by Chairman and Responsible Finance Officer. Unanimous decision

**Proposals for Payment**

* **Parish Insurance for 2022/2023 - Resolved** – BHIB Insurance reviewed. Proposed by Cllr Murphy, seconded Cllr Dimsdale. Unanimous decision. **Clerk** to make £207.74 payment
* **Training for Dropbox Skills – Learn PC Invoice LPC1497- Resolved** - Proposed by Cllr Murphy, seconded Cllr Dimsdale. Unanimous decision. **Clerk** to make payment of £75
* **Annual Subscription – HAPTC Invoice 2223/17 - Resolved** - Proposed by Cllr Murphy, seconded Cllr Dimsdale. Unanimous decision. **Clerk** to make payment of £177.30
* **Internal Audit – HAPTC Invoice 2223/117 - Resolved** - Proposed by Cllr Murphy, seconded Cllr Dimsdale. Unanimous decision. **Clerk** to make payment of £158
* **Gift for Kate Hinch – Local Purchase by Cllr Hughes - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale. Unanimous decision. **Clerk** to make payment of £35.49
* **Clerks Telephone Expenses February 2022 to May 2022 - Resolved** - Proposed by Cllr Wotton-Ramsay, seconded Cllr Dimsdale. Unanimous decision. **Clerk** to make payment of £156.6 (£130.39 + £26.07 vat)

**22.05.11 Planning Applications**

To consider the Parish Council’s response to the following planning applications or requests for consultation received since last meeting up to 17 May 2022:

3/22/0321/HH – New Porch - The Beehive Meesden – Approved

3/22/0447/HH – New Pool House – Black Hall BP – Refused

3/22/0395/FUL – New Two Bed Dwelling - Bythorne Cottage BP – Submitted

3/22/0960/ARPN - Change of use of 2 ag. bldngs - Down Hall Farm BP – Submitted

**Resolved**, proposed Cllr Dimsdale, seconded Cllr Hughes that BP&MPC offer no objection or comment on any decision. Unanimous decision

**22.05.12 Highways**

No issues raised

**22.05.13 Village Defibrillators and Emergency Telephone System**

 Cllr **Wotton-Ramsay** is to check if Kate Hinch will continue to support the PC in this matter

**22.05.14 Repairs and Maintenance**

Carry-Forward 20.01.08 – Cllr **Wotton-Ramsay** currently in contact with contractor Peter White regarding the refurbishment of the Stocks in Brent Pelham – awaiting feedback

Carry Forward 21.09.09 - Digging of the ditch opposite The Farthings. Cllr **Murphy** confirms work proposed for later in the year

Cllr **Murphy** confirmed that the Jetting of Meesden drain completed in January this year discovered tree roots penetrating the drain. CCTV examination needed for remedial work.

Cllr **Hughes** to obtain second estimate for remedial work on Chestnut tree located in front of Home Farm

**Clerk** to ensure our next Village Newsletter details how residents can report potholes in our roads.

**22.05.15 AOB**

**Policing** - Cllr **Wotton-Ramsay** is to attend a meeting with Herts Police to give our priorities for policing in our Parish.

**Legal** - Cllr **Dimsdale** to seek documentation confirming Parish Land ownership.

**Document Sharing** – Councillors now have access to all PC documents via Dropbox.

**Security** – The Clerk has provided access details for the Parish Laptop and all Parish related accounts should the Clerk be incapacitated in performing his work.

**Planning processes and local authority procedures** – Training for Cllrs Hughes and Wotton-Ramsay to be completed by HAPTC at any time convenient with Councillors.

**22.05.16 Date of Next Meetings**

The next Parish Council meetings are to be held on:

**Thursday 23rd June 2022 – at Brent Pelham Village Hall**

**Thursday 22nd September 2022 – Budget setting for 2023 – at Meesden Village Hall**

**Thursday 5th January 2023 – At Brent Pelham Village Hall**

**The meeting concluded at 10:10 pm**

Minutes approved by Chairperson: .............................................................

Signed: .......................................................................................

Date: ...........................................